

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Rural Development Department – Society for Rural Development Services (SRDS) – Creation of Welfare Fund to provide reimbursement of medical expenses and life coverage to Fixed Tenure Employees of SRDS–Revised Orders – Issued.

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**PANCHAYAT RAJ & RURAL DEVELOPMENT (RD.II) DEPARTMENT**

G.O.Ms.No.111

Dated:16.05.2011

Read the following:-

- 1) G.O.Ms.No.114 of PR&RD (RD.II) Dept. Dated: 31.03.2008.
- 2) G.O.Ms.No.129 of PR&RD (RD.II) Dept. Dated: 04.04.2008.
- 3) G.O.Ms.No.248 of PR&RD (RD.II) Dept. Dated: 11.08.2009.
- 4) G.O.Ms.No.372 of PR&RD (RD.II) Dept. Dated: 04.12.2009.

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**ORDER:**

Commissioner, Rural Development and Chief Executive Officer, Society for Rural Development Services has sent the proposals for creation of Welfare fund by SRDS with the matching contribution from Fixed Tenure Employees and the Commissioner, RD to provide life coverage to all contract employees(FTEs) and reimbursement of medical expenses to self and their family members i.e., spouse and two dependent children.

The proposal has been examined in the light of Government Orders issued in the G.Os 1st and 2nd read above and the provisions under Insurance Act, 1938 and orders were issued in Government orders 3rd and 4th read above:

The issue has been examined further and in supersession of the orders issued in the G.Os 3rd and 4th read above, the following orders are hereby issued.

Society for Rural Development Services shall create “Welfare Fund” with the matching contribution from contract employees (i.e. Fixed Tenure Employees) and the Commissioner, Rural Development. The SRDS shall provide life coverage in case of accidental death or permanent disablement to self and reimbursement of medical expenses to all its employees (including their family) working on contract and placed under Commissioner, Rural Development. The following rules for the ‘Welfare Fund’ Scheme are issued.

**1. Objective:**

To provide financial help to the Fixed Tenure Employees (FTEs) for hospitalization due to illness and pay compensation in the event of accidental death or permanent disablement of the FTEs.

**2. Entitlements:**

- 2.1 Compensation of Rs.5.00 lakhs for death or permanent disablement due to accident and compensation of Rs. 3.00 lakhs for Permanent partial disablement shall be applicable to FTE only.
- 2.2 Accidental death means, death on account of: (i) Accident, (ii) Snake bite/ Dog bite (iii) Food Poisoning and (iv) Naxals / Maoist /Terrorists attacks.
- 2.3 (a) Permanent disability implies (i) Loss of sight of both the eyes or (ii) Loss of both the limbs.  
(b) Permanent Partial disability implies the level in which the injured employee is still able to work but not with the skill and efficiency demonstrated prior to the injury.
- 2.4 The medical reimbursement shall be available to the FTE, spouse and two dependent children aged below 18 years.

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- 2.5 The total medical reimbursement shall not exceed Rs.3.00 lakhs per year for family as a whole including maternity expenses of Rs.5,000/- in case of normal delivery and Rs.25,000/- in case of caesarean for FTE or spouse of FTE.

### **3. Eligibility:**

- 3.1 All Fixed Tenure Employees on contract with SRDS, covered by HR policy and placed under the Commissioner, Rural Development become eligible and enrolment of FTEs under Welfare Fund shall be mandatory.
- 3.2 The eligible list of reimbursable medical expenses is shown in the Appendix-A.
- 3.3 The medical reimbursement of hospitalization charges shall be done for the diseases/ illness other than the diseases mentioned in the Appendix-B.
- 3.4 Eligibility for entitlement exists only during the contract period of the FTE with the SRDS. In case if the contract ceases on resignation of the employee or on termination by the SRDS, the eligibility for entitlement under welfare fund automatically ceases without any intimation. FTE will be eligible for claim related to the period of absence only if the period of absence is regularized. In case, the period of absence leads to termination of the contract, then FTE would not be eligible for claim related to the period of absence.
- 3.5 The list of approved hospitals/ nursing homes as enlisted by the Chief Executive Officer, SRDS are eligible for reimbursement of expenses.

### **4. Contribution to fund:**

- 4.1 The annual contribution for the Welfare Fund year is Rs.3000/- per FTE which shall be equally shared by FTE and the employer (SRDS) @ Rs.1500/- each. Coverage period for each year would be from 1st April to 31st March for those who pay first installment in the month of April and from 1st October to 31st March of the succeeding year for those who pay the first installment in the month of October. The SRDS may with the approval of the Board of Directors fix, 15 days in advance of starting of the coverage year, the contribution amount to be paid by the employee for that particular year.
- 4.2 (a) The annual contribution of the FTE prescribed for that particular year shall be paid by the FTE in two Installments along with application for admission.  
(b) FTEs shall subscribe their share of Rs. 1500/- for each financial year through two half yearly installments, i.e. through deduction of Rs. 750/- each from the remuneration for the month of March paid in April and from the remuneration for the month of September paid in October. If the FTE joins in the middle of the financial year, then for those FTEs who join during the period from 1st March to 31st August or during the period from 1st September to 28th February, an amount of Rs.750/- would be deducted from the remuneration for the month September paid in October or from the remuneration for the month of March paid in April respectively and they shall be deemed to have been enrolled from the date of deduction of the installment subscription.
- 4.3 Amount once paid towards contribution will not be repaid on any event.

### **5. Implementing agency:**

- 5.1 Society for Rural Development Services shall be the implementing agency.
- 5.2 Project Director, DWMA shall be the coordinating and verification Officer in the Districts

### **6. Admission process:**

- 6.1 The FTE shall apply to SRDS for admission into the scheme along with the family details through concerned Project Director, DWMA and in the form prescribed by Chief Executive Officer, SRDS. Any additions or deletions to the list of eligible family members may be submitted only in the months of March and September and such newly added family members would be covered under Welfare Fund only from the month of April and October respectively.

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6.2 The FTE shall along with the application form for admission give the assignment/nomination as prescribed by Chief Executive Officer, SRDS. Care should be taken by the applicant to correctly fill all details in Form – I including scanned photos of FTE, family members and nominee etc. FTE shall submit the application by 15th March or 15th September as the case may be.

6.3 SRDS will process to issue an Enrolment Certificate to the FTE in the form prescribed by Chief Executive Officer, SRDS.

#### **7. Submission of claims:**

7.1 FTE shall submit the information of hospitalization to the Project Director, DWMA in writing within 7 days from the date of admission.

7.2 FTE shall submit the claim to PD, DWMA in the form prescribed by Chief Executive Officer, SRDS and within a period of 30 days from the date of discharge from hospital.

7.3 The PD DWMA shall verify the claim cautiously with respect to (i) Relation of the patient with FTE, (ii) Disease, (iii) Hospital, (iv) Type of treatment (v) No. of days of hospitalization, (vi) Doctor and (vii) the Expenses incurred by the FTE and forward the claim clearly mentioning the eligible amount to SRDS within (7) days duly certifying in the form prescribed by Chief Executive Officer, SRDS.

7.4 No reimbursement of medical claims for out-patient treatment.

7.5 If the claims are not submitted by the FTE within the stipulated period, the condonation of delay is subject to the decision of the Executive Committee of SRDS on substantiating the reasons for delay.

#### **8. Settlement of claim:**

8.1 SRDS will verify the claims scrutinized by PD, DWMA with respect to (i) Relation of the patient with FTE, (ii) Disease, (iii) Hospital, (iv) Type of treatment (v) No. of days of hospitalization, (vi) Doctor and (vii) the Expenses incurred by the FTE as per the form prescribed by Chief Executive Officer, SRDS. Claims shall be settled within (15) days from the date of receipt from the Project Director, DWMA.

8.2 Ineligible claims shall be returned by the SRDS with reasons.

8.3 The claims shall be settled by the Chief Executive Officer, SRDS or any person delegated/authorized to settle.

8.4 SRDS shall come up with software for tracking the entire process

#### **9. Exclusions:**

9.1 Temporary Exclusion: The diseases mentioned in the Appendix-C shall not be entertained in the first two years of continuous enrolment. The FTE becomes eligible for medical reimbursement to such diseases only after completion of a period of two years of continuous enrolment for availing reimbursement of medical expenses against diseases mentioned under Appendix-C.

9.2 Permanent Exclusion: The diseases mentioned in the Appendix-B shall not be eligible for medical reimbursement.

#### **10. Fund Operation**

10.1 The premium received from employees (FTE) and employer (SRDS) shall be maintained as "Welfare fund" and invested in a Nationalized Bank.

10.2 The fund shall be judiciously used and cautiously invested to earn maximum returns following the direction of State Government in Finance Department and Income Tax provisions.

10.3 The fund shall be operated jointly by officers delegated with the powers by the Executive Committee of SRDS.

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- 10.4 SRDS will review the receipts, settlement of claims, Annual Accounts as audited by the Chartered Accountant every year and take decisions for further implementation of the scheme.

**11. Maintenance of Accounts and Audit**

- 11.1 SRDS will maintain accounts for the funds and premium received, interest accrued, claims settled, investments made accounting for every expenditure.
- 11.2 SRDS shall cause Annual Audit of the accounts by a Chartered Accountant every year.
- 11.3 SRDS shall place every year all the transactions / statements of Welfare Fund in required format and also audit report to Executive Committee for approval.

**12. Establishment of Dedicated Cell**

- 12.1 SRDS will establish a dedicated cell at its level comprising of Manager, Assistant Manager, HR/ Accountant and Computer Operator to look after day-to-day administration of the Welfare scheme.
- 12.2 The Administrative expenses of the cell shall be met from the "Welfare fund scheme"

**13. Savings & Interpretations:**

- 13.1 The interpretations of this Scheme shall vest with the SRDS.
- 13.2 SRDS-reserves the rights to alter, modify, delete or add any clause(s) as per the need of the society as and when considered necessary.
- 13.3 Chief Executive Officer, SRDS is the person to sue or to be sued in the name of Society for Rural Development Services.

**List of Forms for implementation**

- i) Appendix-A - List of eligible expenses for reimbursement.
- ii) Appendix-B - List of ineligible/ permanently excluded diseases.
- iii) Appendix-C - List of diseases temporarily Excluded.

SRDS shall implement this order immediately.

This G.O is available on <http://www.rd.ap.gov.in/> and <http://www.aponline.gov.in/>.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**R. SUBRAHMANYAM  
PRINCIPAL SECRETARY TO GOVERNMENT (RD)**

To

The Commissioner, Rural Development, AP., Hyderabad

The District Collectors and District Program Coordinators of 22 NREGS-AP Districts (communication through CRD)

The Project Directors, DWMA's of 22 NREGS AP Districts (communication through CRD)

The Chief Executive Officers, ZPs of 22 NREGS-AP Districts (communication through CRD)

The Project Officer, ITDA of Warangal, Khammam, Adilabad, Mahaboobnagar, Srikakulam, Vizianagaram, Vishakapatnam, East Godavari, and West Godavari Districts.

The Commissioner, Panchayat Raj, AP., Hyderabad

The Director, Tribal Welfare, AP., Hyderabad

The Commissioner, AMR APARD, Rajendranagar, Hyderabad

The PS to Prl.Secy. to Govt. (PR)

The PS to Prl.Secy. to Govt. (RD)

The PR & RD (Genl.) Department, (2 copies)

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//FORWARDED :: BY ORDER//

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**Appendix –A**

**SRDS - WELFARE FUND**

**LIST OF ELIGIBLE EXPENSES FOR REIMBURSEMENT**

- Category 1.** Room, boarding and nursing expenses as charged by the hospital.
- Category 2.** Intensive Care Unit (ICU)/ Intensive Cardiac Care Unit (ICCU) expenses as charged by the hospital.
- Category 3.** Surgeon, Anaesthetist, Medical Practitioner, Consultants and Specialist's fees.
- Category 4.** Anesthesia, Blood, Oxygen, Operation theatre charges, Surgical appliances, Medicines & Drugs, Dialysis, Chemotherapy, Radiotherapy, Artificial Limbs, Cost of Prosthetic devices implanted during surgical procedure like pacemaker, Relevant Laboratory/ Diagnostic test, X-Ray and other medical expenses related to the treatment.
- Category 5.** Pre-hospitalization medical expenses up to 15 days period immediately before the admission to hospital for that illness or injury.
- Category 6.** Post-hospitalization medical expenses up to 30 days period immediately after the discharge from the hospital for that illness or injury.
- Category 7.** Maternity benefit to FTE or spouse of FTE to a maximum of Rs.5000/- in case of normal and Rs.25000/- in case of caesarean including pre and post hospitalization expenses.

**R. SUBRAHMANYAM**  
**PRINCIPAL SECRETARY TO GOVERNMENT (RD)**

SECTION OFFICER

**Appendix – B**

**SRDS - WELFARE FUND**

**LIST OF INELIGIBLE/ PERMANENTLY EXCLUDED DISEASES**

The following diseases are not eligible for reimbursement of medical expenses.

1. All types of dental and cosmetic treatments, except those arising out of accidents.
2. Treatment of bodily injury as a result of criminal Act, participation in hazardous sports, attempt to suicide.
3. Vaccination and Inoculation
4. Plastic surgery
5. STD and AIDS
6. Naturopathy
7. Genetic disorders
8. Experimental treatment
9. Treatment outside India
10. Domiciliary treatment
11. Miscarriages and treatment arising from or traceable to pregnancy
12. Non-medical expenses
13. Service charges and other charges other than Admission and registration

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**Appendix-C**

**SRDS - WELFARE FUND**

**LIST OF DISEASES TEMPORARILY EXCLUDED**

The following list of diseases temporarily excluded from the scheme for a period from the date of admission of the FTE mentioned against each disease.

<b>S. No.</b>	<b>Name of the Disease</b>	<b>No. of Years</b>
1	Any Skin disorder	2
2	All internal and external benign tumors, cysts, polyps of any kind, including benign breast lumps	2
3	Benign Ear, Nose , Throat disorders	2
4	Cataract and age related eye ailments	2
5	Diabetes mellitus	2
6	Gastric/Duodenal Ulcer	2
7	Gout & Rheumanism	2
8	Hernia	2
9	Hydrocele	2
10	Hypertension	2
11	Hysterectomy	2
12	Non Infective Arthritis	2
13	Piles, Fissure and Fistula in Anus	2
14	Pilonidal sinus	2
15	Prolapse Inter vertebral Disc unless arising from accident	2
16	Stone in Gall Bladder and Bile Duct	2
17	Unknown Congenital Internal disease/defects	2
18	Varicose Veins and Varicose Ulcers	2
19	Age related Osteoarthritis & Osteoporosis	2
20	Joint replacement due to Degenerative condition	2

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